

Students

Nondiscrimination Complaint Procedure

If any person believes that the Racine Unified School District or any part of the school organization has inadequately applied the principles and/or regulations of s.118.13 Wis. Stats./PI9 and/or Title VI (race, national origin), and/or Title IX (sex) and/or Section 504 (handicap) or in some way discriminates against pupils on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, mental, emotional or learning disability or handicap, or discriminates against transgender pupils or pupils who do not conform to gender role stereotypes, he/she may bring forward a complaint to the District Equity Coordinator, Racine Unified School District at the following address 3109 Mt. Pleasant Street, Racine, Wisconsin, 53404.

Informal Procedure:

Any person who believes he/she has a valid basis for a complaint may discuss the concern with the local building Equity Coordinator, who shall in turn investigate the complaint or designate a complaint investigator and reply to the complainant in writing within twenty (20) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

Formal Complaint Procedure:

Step 1 - A written statement of the complaint shall be prepared by the complainant and signed. The District has a form available for complaints. It is located in the Code Book of Rights and Responsibilities. The complaint must include the specific nature of the complaint, with specific details and dates: it shall include the name, address and phone number of the complainant. If the informal complainant procedure has been used, the formal complaint shall be presented to the District Equity Coordinator within ten (10) calendar days of receipt of the written reply to the informal complaint. The District Coordinator or designee shall further investigate the matters of the complaint and reply in writing to the complainant within twenty-five (25) calendar days.

Step 2 - If a complainant wishes to appeal the decision of the District Equity Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) calendar days after receipt of the District Equity Coordinator's response to the complaint. The Superintendent shall review the record, conduct further fact finding, and meet with all parties

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involved if necessary. The Superintendent shall formulate a determination and respond in writing to the complainant within twenty (20) calendar days.

Step 3 - If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the School Board within five (5) calendar days of his/her receipt of the Superintendent's response to Step 2. In an attempt to resolve the complaint, the School Board at a board meetings, shall meet with the concerned parties and their representatives within twenty-five (25) calendar days of the receipt of such an appeal. A copy of the Board disposition of the appeal shall be sent by the Board secretary to each concerned party within ten (10) calendar days of this meeting. The written determination of the complaint shall be made by the Board within ninety (90) calendar days from receipt of the formal complaint unless the parties agree to an extension of time.

Step 4 - If the complainant is still not satisfied, the complainant has the following options where applicable: (1) If the complaint is a Title VI, Title IX or Section 504 complaint, the complainant may file a complaint with the Office for Civil Rights, U.S. Department of Education, 401 S. State Street, 7th Floor, Chicago, IL, 60605-1202. (2) If the complaint is one under state statute (s.118.13/PI9), the complainant may file an appeal within thirty (30) calendar days with the State Superintendent of Public Instruction, P.O. Box 7841, Madison, WI 53707-7841, except that appeals under 20 USC 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement or the educational need shall be resolved through the procedures authorized by ch. 115, subch. V. Wisconsin Statutes. Complaints under 20 USC 1221e-3) and 34 CFR 300.151-153, that the state or a subgrantee is violating a federal statute or regulation that applies to the program, shall be referred directly to the State Superintendent. (3) The complainant may file a complaint in accordance with both of the preceding options, if applicable.

Legal Reference: Wis. Stat. 118.13, Admin. Code P19, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, 20 USC 1415, 20 USC 1221e-3 and 34 CFR.151-153.

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